



PowerPoint: Sharing Slides

Scenario: You need to create a presentation and find that a slide from another presentation could be useful in this new presentation. Why re-invent the wheel?

1. Open both presentations.
2. Make sure both presentations are displayed in SLIDE SORTER VIEW (the four little white squares at the bottom-right corner of the window).
3. In the presentation from which you want to steal a slide – RIGHT-CLICK the slide you want and choose COPY.
4. Switch over to the other presentation.
5. Point to the slide which you want the soon-to-be-added slide to follow and click your RIGHT mouse button.
6. You will see three paste options:
 - a. Choose USE DESTINATION THEME if you want the new slide to look like a part of the presentation to which it is being added; or
 - b. Choose KEEP SOURCE FORMATTING if you want it to look like it come from another presentation (keeping the original presentation theme/fonts/etc).
 - c. Choose PICTURE to add an image of the slide to the selected slide.

